

Class Specifications  
for the Class:

CIVIL DEFENSE TRAINING OFFICER

**Distinguishing Characteristics**

Positions in this class perform professional work in planning, developing, promoting, implementing, and evaluating statewide all-hazards emergency management/preparedness training programs to meet the requirements and needs of State and county governments, private businesses and industries and the general public.

Emergency management training prepares government and non-government officials to mitigate from, prepare for, respond to and recover from all hazards to save lives, protect property and relieve suffering. All-hazards emergency preparedness addresses a range of threats and hazards that include domestic terrorist attacks and man-made disasters, natural hazards, and other emergencies. Examples of natural hazards include severe thunderstorms, flooding, hurricanes, tornadoes/waterspouts, droughts, earthquakes, tsunamis, lava flows, wildfires, storm surges, landslides, etc. Examples of man-made disasters include hazardous materials spills, transportation accidents (e.g., plane crash), industrial accidents, utility/equipment failures (e.g., sewer leaks, water main breaks, and transformer explosions), radiological incidents, fuel shortages, dam failures, nuclear attacks, civil disorders, arson, terrorism, etc.

The work involves assessing emergency management/preparedness training needs throughout the State; establishing training goals, plans and programs; coordinating and providing training and advisory services to State and county government and private businesses and industries; and preparing federal grant proposals and budget requests to support training programs.

Work is performed under the general supervision of the Training, Education and Information Branch Chief, and positions in this class exercise substantial independence in organizing, coordinating, and accomplishing program objectives.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific statements does not preclude the assignment of such duties if they are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Analyzes and identifies all-hazards emergency preparedness training needs throughout the State, and establishes training goals, work plans, and schedules.
2. Plans, develops, promotes, and implements statewide emergency preparedness training program and evaluates its effectiveness.
3. Adapts/develops training course material to meet requirements of State and county government agencies, private businesses and local industries, federal agencies, the military and the general public.
4. Conducts/coordinates all-hazards emergency management/preparedness and first responder training courses.
5. Conducts certification training of other instructors and educators in emergency management courses.
6. Meets with county officials to study the respective county structure of government, its emergency plans, policies, procedures, and organization, and to develop training programs for key government officials.
7. Develops situations designed to isolate and identify specific problem areas within a county.
8. Develops training drills and creates situations designed to stimulate response activities during an emergency.
9. Provides training and support for each county's emergency management/civil defense agency and State Emergency Support Function (ESF) partners in the areas of mitigation, prevention, preparedness, response and recovery involving all-hazard disasters and emergencies, and in the validation of emergency management plans, procedures, and policies.
10. Organizes and coordinates training seminars sponsored by federal government disaster agencies.
11. Prepares federal grant proposals and required reports for the funding of training programs.
12. Manages the training program budget and related federal grants; tracks expenditures and prepares/submits financial documents.
13. Prepares activity reports and special reports as required.

14. May supervise lower level training specialists.
15. Serves as an Emergency Operating Center Response Team member.

**Knowledge and Abilities Required**

Knowledge of: Principles, methods and techniques of training; methods of instruction; methods and techniques in the development of curricula and training aids; learning and motivation process; public speaking techniques; training and group communication principles and practices.

Ability to: Plan, develop, implement, and evaluate statewide all-hazards emergency preparedness training programs; understand federal, State and local emergency preparedness programs; identify training needs and develop and present training courses and materials; read, comprehend and interpret complex written material; write clearly and effectively such material as federal grant proposals, legislative proposals, etc.; solve complex problems logically and systematically; establish and maintain effective and cooperative relationships with individuals from various public and private agencies; and speak effectively before groups.

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This is an amendment to the class specifications for CIVIL DEFENSE TRAINING OFFICER which was approved on January 21, 1994.

DATE APPROVED: 10/9/13

  
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